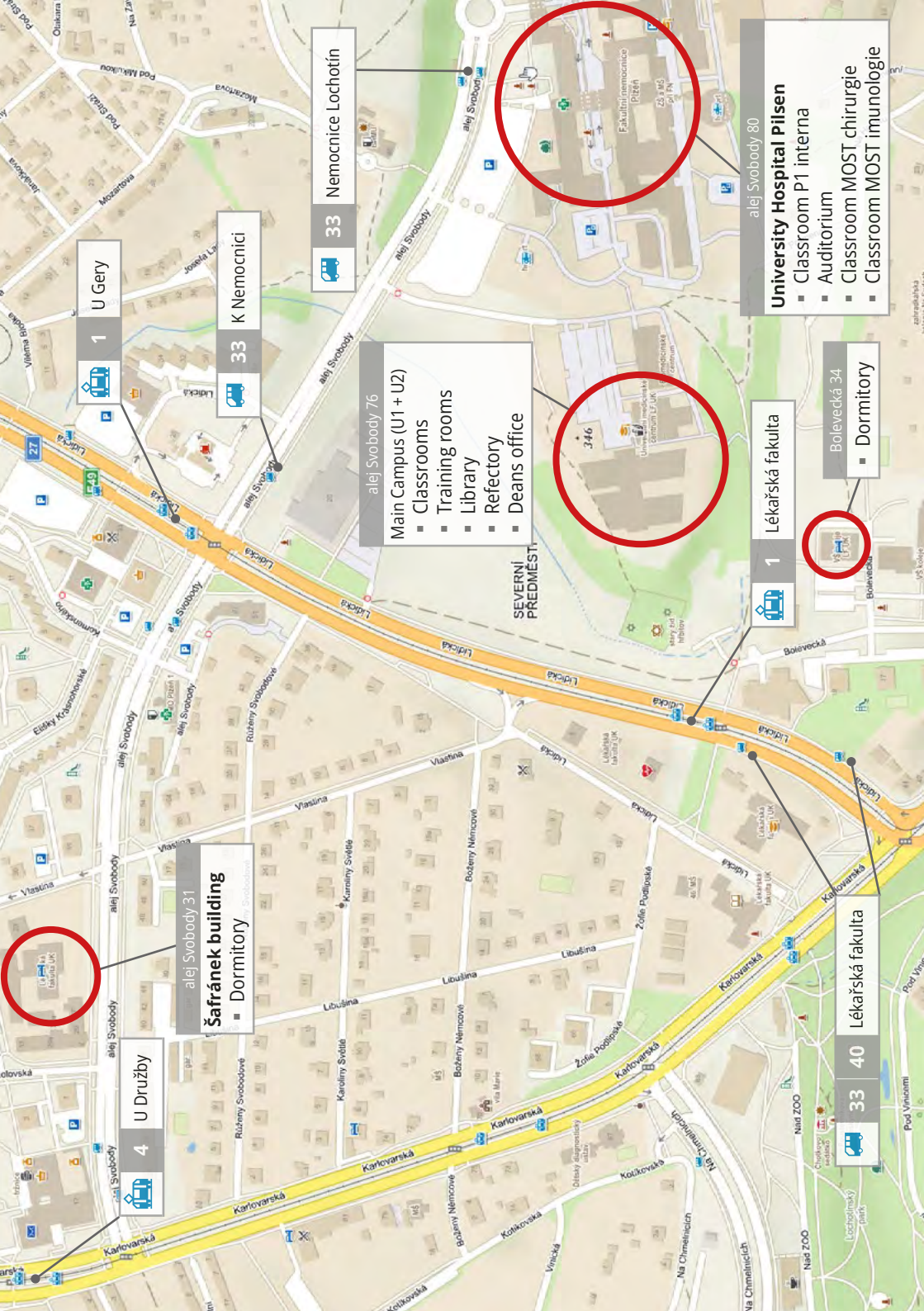




NEW STUDENTS GUIDE 2024/25

at the Faculty of Medicine in Pilsen





1 U Gery

33 K Nemocnici

33 Nemocnice Lochotín

alej Svobody 76
Main Campus (U1 + U2)
▪ Classrooms
▪ Training rooms
▪ Library
▪ Refectory
▪ Deans office

alej Svobody 80
University Hospital Pilsen
▪ Classroom P1 interna
▪ Auditorium
▪ Classroom MOST chirurgie
▪ Classroom MOST imunologie

1 Lékařská fakulta

Bolevecká 34
▪ Dormitory

alej Svobody 31
Šafránek building
▪ Dormitory

4 U Družby

33 40 Lékařská fakulta



FACULTY OF MEDICINE IN PILSEN
CHARLES UNIVERSITY

NEW STUDENTS GUIDE 2024/25

at the Faculty of Medicine in Pilsen

Pilsen 2024

INDEX

1	CHARLES UNIVERSITY	6
2	ACADEMIC DEGREES	6
3	FACULTY OF MEDICINE IN PILSEN	6
4	STUDY	8
4.1	Study Department	8
4.2	Study fees	8
4.2.1	Fee for studying in a foreign language	8
4.3	Matriculation ceremony	9
4.4	Study organization and credit system	9
4.4.1	Compulsory subjects	10
4.4.2	Compulsory optional subjects	10
4.4.3	Core-elective subjects	10
4.4.4	Prerequisites	11
4.4.5	Credits	11
4.4.6	Exams	11
4.4.7	Examination period	11
4.4.8	Recognition of subjects from previous studies	11
4.4.9	Individual study plan (ISP)	12
4.4.10	Repeated enrolment of the subject	12
4.4.11	Study Information System (SIS)	13
4.4.12	Internet connection	13
4.4.13	Evaluation of teaching	13
4.5	Overview of teaching rooms	14
4.6	Public transport connection to the buildings (from the city centre)	14
4.7	Timetables	14
4.8	Language teaching	14
4.9	Study Literature	15
4.10	Electronical Learning Sources	15
4.10.1	MOODLE	15
4.10.2	MEFANET	15
5	SCIENTIFIC INFORMATION CENTER (LIBRARY)	15
6	CHARLES UNIVERSITY STUDENT CARD	16
6.1	Card Service Center	16
7	ACCOMMODATION AND MEALS	16
7.1	Accommodation (Dormitories)	16
7.2	Meals	17
7.2.1	Canteen LFP	17
7.2.2	Café LFP	17
8	HEALTH ISSUES	17
8.1	Health Insurance	17
8.2	Health Care	18
8.3	Preventive entrance medical examination	18
8.4	Vaccination	18
8.5	Preventive medical examination at the end of studies	19
9	STUDENT'S SUPPORT	19
9.1	Student Service Center	19
9.2	Students with special needs	19
10	CAROLINA CENTRE	19
11	UNIVERSITY OMBUDSMAN	20
12	FACULTY OMBUDSMAN	20

13	E-SHOP	20
14	STUDENT ASSOCIATIONS AND STUDENT ACTIVITIES AT THE FACULTY	21
14.1	ISMAP – International Student Medical Association in Pilsen	21
14.2	Academics Pilsen	21
14.3	IFMSA	21
14.4	Life Saving Support	22
14.5	Medicus Pilsensis	22
14.6	SSSČR	22
14.7	Hora Community	23
14.8	Medici v akci.	23
14.9	Faculty Band.	23
15	INTERNSHIPS ABROAD	24
16	SCHOLARSHIPS.	24
17	LIST OF LECTURES AND OVERVIEW OF EXAMS FOR THE FIRST YEAR OF STUDY	25
17.1	1 st year General Medicine	25
17.2	1 st year Dentistry	26

Let us welcome you at the Faculty of Medicine in Pilsen, Charles University (LFP). We appreciate that you have chosen our faculty, which is part of one of the oldest universities in Central Europe.

The Faculty of Medicine in Pilsen was established in 1945 and from humble beginnings it has grown into a modern university, where almost 10,000 physicians working throughout the country and abroad have already graduated. Currently, more than 2,000 students study at the faculty, of which about 500 are foreigners.

Every start could be difficult. The guide you are holding in your hand is intended to make it easier for you to find your way around the Faculty of Medicine in Pilsen, Charles University in the first days, weeks and months of university studies. We believe that it helps you to solve new situations for you and save your time and nerves.

We hope that you will study and live well at our faculty and that you will be happy to remember the years spent here. We wish you a lot of strength, perseverance, success and joy in your efforts!

1 CHARLES UNIVERSITY

The Charles University is the largest and oldest Czech university and at the same time the best known and best internationally rated Czech university. It has 17 faculties – 14 of them are in Prague, one is in Pilsen (Faculty of Medicine) and two are in Hradec Králové (Faculty of Medicine and Faculty of Pharmacy) – and a number of other workplaces for educational, research and other creative activities and for the provision of services.

The Charles University has more than 7,000 employees, of which 4,000 are academics and researchers. About 1/6 of all university students in the Czech Republic study here – almost 54,000.

The university is headed by the rector. It acts and decides on all matters concerning the university, with the exception of those which the Higher Education Act gives to the competence of other university bodies or faculties. The rector's agenda is led by the chancellor. In the entrusted areas, the Rector is represented by Vice-Rectors – e.g. the Vice-Rector for Academic Affairs, the Vice-Rector for Scientific Activities, the Vice-Rector for Development and others. The vice-rectors, together with other advisers, form the so-called Rector's Board – an advisory body for resolving issues concerning the university.

The highest self-governing academic body of the University is the Academic Senate of Charles University. Senate elections are held every three years. Each faculty has two representatives from the ranks of teachers and two from the ranks of students in the Academic Senate.

2 ACADEMIC DEGREES

Universities in the Czech Republic award more than forty different degrees. Some of them are put in front of the name, while others behind it, some of them have a higher validity and others are not used in addressing.

As a student of the university, you can be recommended to make a proper use of Academic Degrees when addressing not only your teachers and lecturers, but also all the members of the academic community, and the faculty and university representatives. And how to use the degrees correctly?

Your teacher will most likely address you “dear colleague” but you will better address your teachers by their highest achieved degree, e.g. “dear professor” (**prof.** MUDr. Petr Kraus, Ph.D.), or “dear doctor” (**MUDr.** Petra Krausová). If you are in contact with higher academic dignitaries, such as the rector, vice-rectors, deans or vice-deans, it is more appropriate to use the name of the position, i.e. “dear Dean”, “dear Rector” or “dear Vice-Dean”.

Beside the academic and scientific degrees, there are also degrees which are used during the Academic Ceremonies at the University. These are the Magnificence for Rector, Spectabilis for Vice-Rector or Dean, Honorabilis for Vice-Dean and Honestus for Promotor.

3 FACULTY OF MEDICINE IN PILSEN

At the Faculty of Medicine in Pilsen, it is possible to study in the study programs General Medicine or Dentistry. The study of General Medicine lasts six years, the study of Dentistry lasts five years. The first two years of medical study are devoted to theoretical disciplines

such as biology, biophysics, anatomy, histology, physiology and biochemistry. In the third and part of the fourth year, preclinical subjects are studied and clinical teaching begins. The highest years of study are fully dedicated to clinical disciplines. The study ends with a graduation ceremony in Prague at the historic residence of Charles University – Karolinum, where graduates will receive diplomas. Graduates of General Medicine will receive the degree MUDr., Graduates of Dentistry will receive the degree MDDr.

The Dean is the head of the faculty. Within the faculty, he has similar competencies as the rector within the entire university. Among other things, the Dean decides on admission to study, on dismissal in case of non-admission or on the awarding of scholarships. The individual areas of operation of the faculty are managed by vice-deans, who are subordinate to the Dean and at the same time together with other members form an advisory body – the Dean's board.

Dean	prof. MUDr. Jindřich Fínek, Ph.D., MHA	
Vice-Deans	prof. MUDr. Jiří Ferda, Ph.D.	Vice-Dean for Study of Masters's study programs in Czech and English Language
	doc. MUDr. et MUDr. Lukáš Hauer, Ph.D.	Vice-Dean for Study of Dentistry
	doc. Ing. Václav Babuška, Ph.D.	Vice-Dean for theoretical and pre-clinical teaching of General Medicine (1.-3. year)
	prof. MUDr. Martin Matějovič, Ph.D.	Vice-Dean for clinical teaching of General Medicine (4.-6. year)
	prof. MUDr. Jitka Kuncová, Ph.D.	Vice-Dean for International Office and Student Social Affairs
	prof. MUDr. Jan Filipovský, CSc.	Vice-Dean for Foreign Relations
	prof. MUDr. Dana Müllerová, Ph.D.	Vice-Dean for Faculty Development and external relations of the Faculty
	prof. MUDr. Alena Skálová, CSc.	Vice-Dean for Specialized Education
	prof. MUDr. Milan Štengl, Ph.D.	Vice-Dean for Science and Research and a Grant activity of the Faculty
	prof. PharmDr. Radek Kučera, Ph.D.	Vice-Dean for Doctoral Study

The self-governing representative academic body of the faculty is the Academic Senate. Its members are elected from among the academic community of the faculty (ie students and teachers). The Senate has 16 members from the ranks of academic staff and 8 members from the ranks of students. The term of office of the members of the Senate is three years.

Teaching and research takes place at the components of the faculty – departments and clinics. As the teaching of medicine is closely connected with clinical practice, clinics and institutes are in most cases (outside the theoretical fields) joint workplaces of the Faculty of Medicine and the University Hospital Pilsen. Students of the 6th year of General Medicine also complete practical internships before State Exams in hospitals in their home countries.

The study department and other support departments of the faculty (e.g. for science and research, for international relations and others) are part of the Dean's office. There is also a secretary who is in charge with the management and internal administration of the faculty. In addition to institutes, clinics and departments at the Dean's office, the faculty has several other workplaces that provide support to students and academics – for example, the Center for Scientific Information (library).

Faculty webpage	www.lfp.cuni.cz
Facebook	www.facebook.com/lfpizen/
Instagram	www.instagram.com/lfp_unikarlova/

4 STUDY

4.1 STUDY DEPARTMENT

English Study Department is located at the Dean's office, 3rd floor – alej Svobody 76, Pilsen.

Contacts	E-mail	Phone
General	medstudy@lfp.cuni.cz	
Ing. Markéta Karlová	marketa.karlova@lfp.cuni.cz	+420 377 593 458
Šárka Šnebergerová	sarka.snebergerova@lfp.cuni.cz	+420 377 593 461

Office hours	
Mon	8:30–11:30
Tue	8:30–11:30 12:30–14:30
Wed	closed
Thu	8:30–11:30 12:30–14:30
Fri	closed

Contact person for non-study activities is a Vice-Dean for Faculty Development and external relations of the Faculty, prof. MUDr. Dana Müllerová, Ph.D., dana.mullerova@lfp.cuni.cz, phone number: +420 377 593 191.

4.2 STUDY FEES

Include a fee for the admission procedure, a fee for longer study (exceeding the standard study period), or a **fee for studying in a foreign language**.

4.2.1 Fee for studying in a foreign language

The annual tuition fee for students enrolled to the first year of their study in the academic year 2024/2025 is 390 000 CZK for both General Medicine and Dentistry study program.

It covers all instruction (lectures, seminars, lab work clinical training and tutorials); certain necessary texts such as laboratory manuals etc., and entitles students to use all faculty facilities including the library and modern computer lab. The fee does not cover accommodation and meals. Other expenses not covered by the annual fee include a residence

permit, and payments necessary for the translation and official recognition of secondary school certificates.

Bank contact – CZK	
Name	Univerzita Karlova, Lékařská fakulta v Plzni, alej Svobody 76, 323 00 Plzeň
Bank	Komerční banka
Address	Goethova 1, 305 95 Plzeň
Account No.	61633311/0100
SWIFT	KOMBCZPPXXX
IBAN	CZ15 0100 0000 0000 6163 3311

All information on fees is given in Annex No. 2 to the Statute of Charles University – Fees associated with the study. The annex to the Statute of Charles University is available on the website www.cuni.cz, Section University / Regulations.

4.3 MATRICULATION CEREMONY

Matriculation is an academic ceremony in which a student is solemnly admitted to the academic community of a university. It is compulsory for first-year students.

4.4 STUDY ORGANIZATION AND CREDIT SYSTEM

Teaching at the faculty is governed by a credit system that corresponds to the European ECTS label system. The credit system allows students, within the framework of various international study programs, to complete part of their studies abroad. It has been introduced among European universities so that they can be compared better. Therefore, credits are also called “European credits” (EC).

Studies at the Faculty of Medicine in Pilsen are divided into sections, semesters and years. General medicine is divided into six years, each consisting of two semesters (winter and summer). The study section is a time period determined by faculty / university regulations, during which the student must fulfil all study obligations written in it. If this does not happen, the student can request a repeat year (through an individual study plan – ISP). The winter semester always starts at the turn of September and October and the summer semester in February.

All taught subjects are awarded credits. The credit system allows each subject to be assigned a certain number of credits (“points”) based on its difficulty. At the end of each section of study, the student must have accumulated a certain number of credits:

- **Normal number of credits** is the recommended number of credits that the student should have at the end of each section of study,
- **Minimum number of credits** is the smallest possible number of credits required for a student to continue studying in the next year.

A student can enrol in the next section of study if meeting the normal number of credits or even if meeting only the minimum number of credits, but all the prerequisites settled by the study plan (curriculum) have to be fulfilled. Credits still add up throughout the study.

The following table is valid for students of General Medicine.

Section of study	Corresponding study year	Normal number of credits	Minimum number of credits
1 st section	1 st year	60	40
2 nd section	2 nd year	120	98
3 rd section	3 rd year	180	179
4 th section	4 th year	240	227
5 th section	5 th year	300	295
6 th section	6 th year	360	360

Credits in this table are valid for Dentistry students:

Section of study	Corresponding study year	Normal number of credits	Minimum number of credits
1 st section	1 st year	60	42
2 nd section	2 nd year	120	104
3 rd section	3 rd year	180	179
4 th section	4 th year	240	229
5 th section	5 th year	300	300

The study ends with a State Rigorosum Examination, consisting of several parts. To start the last part of the State Rigorosum Examination, it is necessary to achieve the prescribed number of credits (360/300) and to complete all compulsory subjects.

4.4.1 Compulsory subjects

The subjects prescribed by the study plan must be fulfilled by the student in order to progress in the study.

4.4.2 Compulsory optional subjects

Compulsory elective courses are courses that the student enrolls in together with compulsory ones. At the Faculty of Medicine, Charles University in Pilsen, these are courses offered by the Department of Languages.

4.4.3 Core-elective subjects

There is also a wide range of core-elective courses, which can be enrolled through the Study Information System (SIS). During the study, the student must enrol in core-electives in order to be able to achieve normal numbers of credits (it is always based on 1–2 core-electives for the academic year). Selection from the offer and registration of optional subjects via SIS is always possible from the beginning of June until the date of registration for the next year. Core-elective courses are enrolled by students of the 2nd–5th year of General Medicine and students of the 2nd–4th year of Dentistry.

A student can choose to study core-electives from another faculty of Charles University if this faculty allows enrolment of core-electives from foreign faculties.

4.4.4 Prerequisites

Prerequisites are the conditions (i.e. completed courses, credits, successful exams), under which the student can enrol in a certain other course or exam. Prerequisites ensure that the medical student completes the teaching in a logical order.

4.4.5 Credits

Credit is a confirmation of fulfilment of study obligations in the subject. By default, every taught subject ends with it. The teacher enters it in the SIS. Credit is usually a condition for admission to the exam.

The conditions for obtaining credit are different and the student is informed about them at the beginning of the semester. If the given institute or clinic has its own website, the student will find all information about the given subject on these pages as well.

4.4.6 Exams

Some subjects end with an exam. Exam dates are listed in the SIS. If a student registers for a term electronically, it is binding for him/her. The student will receive questions for the exam from the teachers or on the website.

In case of failure of the exam, the student has the right to two resit dates, so he/she has a total of three attempts for each exam (provided that he manages to complete all three in the exam period).

4.4.7 Examination period

Each semester ends with an examination period. The examination period is defined by the schedule of the academic year. During this period, the student passes the exams, which are prescribed by the study plan.

4.4.8 Recognition of subjects from previous studies

In certain circumstances, the faculty makes it possible to recognize the fulfilment of study obligations on the basis of previous studies.

1. If a student has completed the subjects he/she is applying for recognition in a **previous study at the Faculty of Medicine, Charles University in Pilsen**, it is necessary to submit an application for recognition of study obligations to the study department. The student does not provide a transcript of these duties, the employee of the study department will prepare a transcript of records from the Student program.
2. If the student has fulfilled the subjects he/she applies for recognition at another university whose **study program is the same as at the Faculty of Medicine, Charles University in Pilsen**, it is necessary to submit an application for recognition of study obligations to the study department and attach the original transcript of records.
3. If a student applies for recognition of a course completed at a university whose **study program is different from the study program of the Faculty of Medicine, Charles University in Pilsen**, he/she shall document the syllabus of this course and the opinion of the course guarantor.

Recognized is only completely completed subject (finished by credit or exam – according to the study plan), classified with marks 1, 2, 3. Completed study obligations must not be

older than the standard period of study increased by two years. The student can apply for recognition of courses only after enrolment in the 1st year, no later than the beginning of the new academic year.

4.4.9 Individual study plan (ISP)

In the case of an individual study plan, the following are adjusted in particular:

1. the length of the study section, i.e. whether the requirements stated in the study plan for the given section can be completed in a shorter or longer period,
2. organization of the compulsory part of the study, especially the course of study, deadlines for fulfilling the control of the study of subjects enrolled in the given section, in agreement with the head of the study subject.

The individual study plan does not affect the scope of study, which must be completed only at the faculty (laboratory work, autopsy exercises, clinical internships, etc.) or in medical facilities (compulsory practice). The individual study plan is allowed to the student mainly for the following reasons:

- demonstration of exceptional talent,
- concurrent study at another faculty of a university or other higher education institution,
- complicated health or social situation (eg pregnancy, child care, etc.),
- if the study plan makes it impossible, by the conditions set for the enrolment of other subjects, to obtain in the following section the minimum number of credits for enrolment in the next section of study,
- other serious situation.

There are two types of ISP:

- **ISP, which can be applied several times** – the reason may be, for example, participation in the representation of the Czech Republic in the sports industry or the necessary preparation for it, study at multiple faculties, child care for a recognized period of parenthood, care for a dependent, internship abroad...
- **ISP, which can be applied for at the earliest after one section following the completion of the previous section according to ISP** – due to the fact that the study plan makes it impossible to obtain the minimum number of credits for enrolment in the next section of study; can be allowed in case of repeated enrolment of one or two subjects, other study obligations must be fulfilled by the student.

ISP can always be allowed only for the section of study in which the student is currently enrolled, or at the same time with this section also another immediately following.

4.4.10 Repeated enrolment of the subject

1. Repeated enrolment of a subject, which is determined as compulsory or compulsory optional by the study plan of the given study program, is possible only once. The student is entitled to enrol in the course repeatedly only in the next following section of study, in which the given course can be enrolled.
2. Repeated enrolment of a subject taught at the faculty, which is a core-elective subject for the given study program, is excluded, unless otherwise stated in the annotation of the subject.

4.4.11 Study Information System (SIS)

The Study Information System (SIS) is an internet application that contains all the information about your study. Here you will find and you can set or change following:

- your personal data (address, contacts including e-mail, bank details for the payment of scholarships, etc.);
- enrolment of core-elective subjects and compulsory optional subjects;
- registration for exam dates;
- evaluation of teaching;
- timetables.

The student will receive the **student number and password into the system** when issuing the student card at the Card Service Center. However, the first password is only temporary and for security reasons you must change it within five days. The password, which the student already creates himself, is then valid for a year before it needs to be changed or extended again.

4.4.12 Internet connection

You can connect to the Eduroam Wi-Fi network in the faculty buildings. You can set up access via the UK Central Authentication System (CAS) website.

After logging in, you will find the Set password for Eduroam tab in the left column. You can find the specific procedure for connection on the website eduroam.lfp.cuni.cz/. You will receive login details to the CAS at the same time as you take over the student ID card at the Card Service Center. The initial password is valid for 5 days, before it expires it must be changed on the CAS website (ldap.cuni.cz).

You can use access to the Eduroam network europeanwide in all institutions that are connected to it (the coverage map is also available on the website eduroam.lfp.cuni.cz/).

Your CAS password

- must be at least 7 characters long;
- must contain at least 3 types of characters (the best is to use capital letters, lower case letters and numbers);
- must not contain any part of your name, surname, e-mail address, birth date or birth code;
- you must be able to type the password at any keyboard – consider using special symbols and letters ar Y and Z;
- you must be able to type the password correctly even when stressed, e.g. before exam – consider using complicated password;

4.4.13 Evaluation of teaching

The opinion of students on how the teaching took place and how the teacher led, is essential for further improving the quality of teaching at the faculty. It is evaluated electronically in the SIS (is.cuni.cz/studium/anketa/) by numerical evaluation and free verbal commentary after completing the teaching of the relevant subject. Most teachers are eagerly awaiting the evaluation (positive and negative) and all the data obtained are carefully analysed by a large (currently 18 members, half of whom are students) teaching evaluation committee. All results are discussed with teaching workplaces, the analysis and proposals for

possible changes will be received by the Dean and the conclusions are then published on the faculty's website.

Take the completion of the survey as a natural part of the teaching process – the teacher tries to give you something + evaluate how much you took, and it is up to you to provide a personal view of how you perceived it.

4.5 OVERVIEW OF TEACHING ROOMS

(see the inner side of cover of this guide)

Name	Abbreviation	Address
U1	Green, Brown and Cyan Lecture Hall Practical rooms of departments Seminar rooms	Campus LFP alej Svobody 1655/76, Pilsen
U2	Blue Lecture Hall Practical rooms of departments	
University Hospital (FN) Bory	ŠIK P4	University Hospital Pilsen Edvarda Beneše 1128/13, Pilsen
University Hospital (FN) Lochotín	P1 interna AULA MOST chirurgie (surgery) MOST imunologie (immunology)	University Hospital Pilsen alej Svobody 923/80, Pilsen

Practical teaching takes place in the relevant departments and clinics.

4.6 PUBLIC TRANSPORT CONNECTION TO THE BUILDINGS (FROM THE CITY CENTRE)

Name	Public transport
U1 + U2	tram no. 1 direction Bolevec, exit U Gery or Lékařská fakulta
University Hospital (FN) Lochotín	tram no. 1 direction Bolevec, exit U Gery bus no. 33 direction sídliště Košutka, exit Nemocnice Lochotín
University Hospital (FN) Bory	trolleybus no. 16 direction Sídliště Bory, exit Nemocnice Bory

4.7 TIMETABLES

For teaching, students are divided into study groups, this division could be found in SIS. The study is organized by timetable which may differ for each group; lectures are common for the whole year of study.

Timetables could be found in SIS after student's login in into the system, in the section Time-table (Schedule).

4.8 LANGUAGE TEACHING

The main goal of the **Department of Languages** is to mediate the professional language training of future physicians. In addition to Latin, we focus on teaching languages important for communication – English, German and French. First year students, in addition to the course **Medical Terminology – Latin**, must also choose one of the offered foreign languages **Medical Terminology – English / German**, in which they are advanced (level B1–

B2) to master medical terminology and its application in specialized texts in study of body systems. Foreign students study the compulsory subject **Medical Terminology – Czech**, the content of which is work with professional texts and practice of communication skills needed for study and practice in the hospital. In the third study year, foreign students study subject **Czech for Medical Practice in Hospital** which focuses on using professional Czech in hospital, understanding the patient, the ability to ask him/her questions and giving instructions.

4.9 STUDY LITERATURE

Recommended study literature is available in the Study Information System (SIS) for each compulsory, compulsory optional and core-elective subjects: is.cuni.cz/studium/predmety/Studium.

In addition to purchasing new textbooks, it is possible to borrow textbooks in the faculty library (see the chapter Scientific Information Center). At the beginning of the winter semester, students also organize a study materials exchange, where it is possible to purchase used study materials for a favourable price.

4.10 ELECTRONICAL LEARNING SOURCES

4.10.1 MOODLE

Electronic educational system Moodle (LMS/Learning Management System/Moodle) is dedicated to support present and distance form of teaching via online courses. This system is used for a basic electronic support of the present teaching, for a hybrid electronic and present format of teaching and e-learning courses. Register with the CAS account at lms.lfp.cuni.cz.

4.10.2 MEFANET

A portal of electronic educational materials <https://mefanet.lfp.cuni.cz/>. It is a unified internet source of study materials for all students of Faculty of Medicine in Pilsen with the access for authorised users (students, teachers) only. The access is possible via CAS account (obtained by the 1st year enrolment and validated by the student). All materials are published in a modern format in a clearly structured system unified for all Medical Faculties in the Czech Republic and Slovakia.

5 SCIENTIFIC INFORMATION CENTER (LIBRARY)

The library hopes, that it becomes a place for you not only for learning, but also for relaxing and meeting. It is located right next to Canteen. You will not only find a large number of freely available books and magazines, but also models of bones. You can study in three study rooms, two of them are opened 24/7 and are accessible to you even at night and during weekends. If you prefer to study alone, you can book one of our six private study rooms. If you need to relax after a long day, you can sit by a beautiful green wall or in the armchairs by the window and just observe the live around the building.

Address	alej Svobody 76, 323 00 Pilsen	
Phone (Section of Borrowings)	+420 377 593 150	
Opening hours	Mon–Thu	8:00–18:00
	Fri	8:00–16:00

For the actual information follow the library's website or its social networks:

Web	www.lfp.cuni.cz/svi/eng/index.asp
Facebook	facebook.com/svi.lfp
Twitter	twitter.com/svi_lfp
Instagram	instagram.com/knihovna_lfpuk

6 CHARLES UNIVERSITY STUDENT CARD

CU-ISIC cards are issued to students by their 1st year enrolment. It is required to enter the buildings of the Faculty of Medicine in Pilsen. The student proves himself with it, for example, in the library when borrowing books, at the study department and when using self-service copiers. During practical exercises in the hospital, the student is obliged to wear the card as a tag on his white coat.

Every year it is necessary to prolong the ISIC license with a silver holographic sticker. ISIC Card without a valid licence is automatically discarded from the ISIC database and is not accepted by any ISIC contractor. Holders of ISIC are allowed to use students discounts (e.g. for fly tickets, bus tickets, for entry to exhibitions, museums, etc.) in the Czech Republic and also abroad.

6.1 CARD SERVICE CENTER

Covers all activities related to the issuance of employee and student cards, the services also include professional photography, replacement of defective and lost cards, holographic re-stickers for ISIC/ITIC/ALIVE card license renewals and other related activities including the issuance of authenticated CAS passwords. Opening hours and other important information: lfp.cuni.cz/en/about-faculty/card-service-center/.

7 ACCOMMODATION AND MEALS

7.1 ACCOMMODATION (DORMITORIES)

Students are usually accommodated in the dormitories of Charles University. The website of the Dormitories and Refectories of Charles University (www.kam.cuni.cz) lists traditional locations for each faculty. In Pilsen, it is possible to choose from the dormitories in Bolevecká, Heyrovského or Šafránkův pavilon.

Before booking and choosing accommodation in the dormitory, it is necessary to read and follow the Principles of Accommodation in Dormitories of Charles University, which are available on the website of Dormitories and Refectories.

The fastest and most convenient way in which university students can book accommodation is through the web electronic sales portal rehos.cuni.cz/crpp/ or directly in the accommodation offices of individual dormitories (in both cases until the accommodation capacity is filled).

7.2 MEALS

Following options are available at the Faculty of Medicine in Pilsen:

7.2.1 Canteen LFP

Offers a non-order mode, choice of three meals (one of which is meat-free) + cold and hot buffet. Specialities are also available Tuesday to Thursday.

Opening hours	
Mon–Thu	10:00–14:30
Fri	10:00–14:00

7.2.2 Café LFP

Offers the following assortment: coffee of many varieties, fresh juice, sandwiches, wraps, baguettes and desserts – all made in-house. A selection suitable for breakfast, snack and lunch.

Opening hours	
Mon–Thu	8:00–18:00
Fri	8:00–16:00

In both facilities, it is possible to pay by cash, by card or by ISIC card. The ISIC card can be charged at the canteen cash desk or via the ISKAM 4 platform: menza.lfp.cuni.cz. Please note that the overpayment for meals in the canteen must be settled before the end of the studies (directly in the canteen). After finishing your studies at the study department, it is no longer possible to return the money from the card.

8 HEALTH ISSUES

8.1 HEALTH INSURANCE

All students are obliged to have a valid health insurance during their stay in the Czech Republic.

Students from EU countries holding a “Blue European Insurance Card” should register their health insurance cards at the VZP Insurance Company: Sady 5. Května 59, Pilsen, tel.: +420 952 222 222, www.vzp.cz/kontakty/pobocky/plzen. This registration is for free and it is necessary and obligatory in order to get a medical care in the Czech Republic.

Please bear in mind, that your European health card insurance (or with the E111 form and Provisional certificate) do not cover non-urgent treatment, or medically assisted transport home following serious illness or injury entitles and for these eventualities we recommend you take out extra medical or commercial travel insurance with an insurance provider in your home country.

Students from non-EU countries do not register their insurance cards. They solve the payment for medical services directly with their insurance company according to their insurance conditions. The Act on the Residence of Foreigners determines the obligation for foreigners to take out travel health insurance in the scope of comprehensive health care exclusively with Pojišťovna VZP, a.s.

The Ministry of the Interior of the Czech Republic will actually require this insurance for applications for long-term visas or stays and their extension, any other insurance than the VZP is not accepted to support the application.

8.2 HEALTH CARE

In case of need of a medical care, our English program students can visit general practice in the University Hospital Lochotín or Bory. Before visiting, please contact the doctor via e-mail to make an appointment. When you have the appointment, before entering doctor's office, you are kindly asked to register your personal data to the internal system of hospital – in the register office.

- MUDr. Kateřina Fichtlová

address	Lochotín, alej Svobody 80 entrance F, floor 10
e-mail	fichtlovak@fnplzen.cz
phone	+420 377 104 155 +420 377 104 156 (nurse)
register office	entrance C (reception)

- MUDr. Marek Baraňák

address	Bory, Edvarda Beneše 1128/13 building 65, basement
e-mail	baranakm@fnplzen.cz
phone	+420 377 401 541
register office	building 22 (reception)

8.3 PREVENTIVE ENTRANCE MEDICAL EXAMINATION

First year students are required to submit to the study department a certificate of completion of the preventive examination. The completed confirmation of examination and anamnestic health questionnaire will be brought by the student to the study department no later than March 31st of the given academic year in which he/she is studying in the 1st year.

8.4 VACCINATION

Vaccination against **hepatitis B** and **measles** must be completed by March 31st of the given academic year in which the student is studying in the 1st year. Vaccination is compulsory for students of medical faculties (Decree of the Ministry of Health of the Czech Republic No. 537/2006 Coll.). It is necessary to have a certificate about the vaccination and bring it to the study department, where it will be stored in your folder. If the student was vaccinated as a child, it is necessary to bring a vaccination card to the study department, where the

vaccination is recorded. A confirmation of possible vaccination against Covid-19 shall be also submitted at the Study Department.

8.5 PREVENTIVE MEDICAL EXAMINATION AT THE END OF STUDIES

During the last year of study, students are required to complete a medical examination and provide confirmation of it at the end of their studies at the study department. The student submits the confirmation no later than on the day of fulfilment of all study obligations given by the relevant study plan.

9 STUDENT'S SUPPORT

9.1 STUDENT SERVICE CENTER

It helps students to find solutions to personal and study problems, such as difficulties with studies, traumatic experience, worries about the future, problems with self-esteem, relationship problems, whether family, friendly or partner, difficult life situations, self-development, etc. It also provides requested information regarding application after graduation and postgraduate education.

Contact person: Mgr. Martina Buriánková, e-mail: martina.buriankova@lfp.cuni.cz

9.2 STUDENTS WITH SPECIAL NEEDS

A student or applicant with special needs is considered to be a student or applicant who, due to the innate or acquired nature of his/her state of health, requires a modification of the admission procedure, study conditions, removal of physical obstacles, or other special adaptations of the premises for the purpose of successful study. The support is provided to students at the faculty in accordance with the Rector's measure No. 23/2017 Standards of support provided to students and applicants for studies with special needs at Charles University.

The Faculty of Medicine in Pilsen offers support to students who require care both for a limited period of time (eg after an injury, long-term illness, etc.), as well as to students who need this help throughout their studies. Students with special needs are students with physical, visual, hearing disabilities, students with chronic physical illness, mental illness and specific learning disabilities.

Contact person: Mgr. Bc. Petra Buňatová, e-mail: petra.bunatova@lfp.cuni.cz – consultations by prior arrangement by email.

Functional Diagnostics: PhDr. Dana Chmelařová, Ph.D. – clinical psychologist.

Psychological Counselling: Mgr. Ondřej Šauer – psychologist.

Information can be found also on the faculty webpage in the section Students.

10 CAROLINA CENTRE

The Carolina Centre's services are intended for students who, during their studies, find themselves in a situation where they need help with something. We are primarily dedicated to supporting people with health or social disadvantages, but anyone who experiences

complications during their studies can turn to us. More information can be found at centrumcarolina.cuni.cz.

Contact person	Mgr. Jiří Novotný (for LFP)
phone	+420 377 593 431
e-mail	jiri.novotny@lfp.cuni.cz

11 UNIVERSITY OMBUDSMAN

The ombudsman is the protector of the rights of students, employees and other persons in a similar position in situations in which their interests and legitimate claims may be, are or have been threatened as a result of inappropriate or different treatment, a conflict situation, inaction of the authorities that should have acted, etc.

At Charles University, this function is performed by PhDr. Kateřina Šámalová, Ph.D. Students and employees of the UK can write to her with all kinds of suggestions regarding, for example, inappropriate treatment at the university

Contact person	PhDr. Kateřina Šámalová, Ph.D.
e-mail	ombudsmanka@cuni.cz
more information	cuni.cz/UKEN-1680.html

12 FACULTY OMBUDSMAN

The ombudsperson protects the rights of students and helps create a safe, fair and respectful environment. At the Faculty of Medicine in Pilsen, this function is performed by doc. MUDr. Jitka Švíglerová, Ph.D., contact: ombudsmanka@lfp.cuni.cz, +420 377 593 346. There is also a possibility to use a notification system Don't let it be (Nenech to být): www.app.nntb.cz/en-gb/. More information at lfp.cuni.cz/en/students/student-support/.

13 E-SHOP

Have you seen faculty T-shirts, scarves or sweatshirts and don't know where to buy them? Then there is nothing easier than to look at eshop.lfp.cuni.cz and choose any product from the offer. Selected goods can be paid for by bank transfer and sent to the specified address or you can pick them up in person at the building of the Dean's Office of the Charles University in Pilsen in [alej Svobody 76, 323 00 Pilsen](#).

14 STUDENT ASSOCIATIONS AND STUDENT ACTIVITIES AT THE FACULTY

14.1 ISMAP – INTERNATIONAL STUDENT MEDICAL ASSOCIATION IN PILSEN

The International Student Medical Association in Pilsen (ISMAP) is a non-profit student based organization which not only aims to help current students at the University but also to promote social events to give a broader experience during their life at the University. ISMAP is divided into several departments such as Sports, Science, Culture, Welfare, Media and Marketing, Social Events and Archives. In addition to the activities organized by each department, ISMAP is also responsible for communication between students and the faculty. ISMAP is an important organization for the medical students in Pilsen while it has also hit several targets through its social, scientific and cultural activities among others.

Information also at	www.lfp.cuni.cz/sekce/447-ismap-international-students-medical-association-of-pilsen.html
Facebook	www.facebook.com/ismap.lfp
E-mail	ismap.lfp@gmail.com

14.2 ACADEMICS PILSEN

Are you going to medical school and don't want to give up hockey? You have a chance with us. We are a university hockey team composed of students from the Medical Faculty of Charles University in Pilsen and the University of West Bohemia in Pilsen, playing the Czech University Ice Hockey League.

Facebook	AkademiciPlzen
E-mail	franek@akademiciplzen.com

14.3 IFMSA

For more than 60 years, IFMSA has existed and been led by medical students worldwide. The International Federation of Medical Students' Associations (IFMSA) was founded in 1951. It is the world's oldest and largest independent organization representing associations of medical students internationally. It currently maintains 123 National Member Organizations from more than 100 countries across six continents with over 1.2 million students represented worldwide. IFMSA is recognized as a non-governmental organization within the United Nations' system and the World Health Organization and as well, it works with the World Medical Association.

Facebook	IFMSACZPlzen
E-mail	lp.lfp@ifmsa.cz

IFMSA was created to impact the world and to empower its members in taking their vision and ideas, and making them a reality. IFMSA has inspired generations of medical students to develop the leadership abilities and skills to take on challenges and to improve the world around them in a crucial period of their career. Engaging in IFMSA encourages both professional and personal collaborations irrespective of geographical, social, cultural, religious, racial, sexual and political differences. As a result, future doctors are becoming more culturally aware and sensitive physicians.

IFMSA unites medical students worldwide to lead initiatives that impact positively the communities we serve. IFMSA represents the opinions and ideas of future health professionals in the field of global health, and works in collaboration with external partners. IFMSA

builds capacity through training, project and exchanges opportunities, while embracing cultural diversity so as to shape a sustainable and healthy future.

14.4 LIFE SAVING SUPPORT

A civic association founded in 2007 by medical students at Medical faculty in Pilsen Charles University in Prague for further self-education in first aid.

Facebook	life.saving.support
E-mail	spolek@lsszs.cz
Web	www.lsszs.cz

Life Saving support o.s. (LSS) was created in response to small attention devoted to practice in first aid. Our members are active students of different years of study of general medicine, dentistry and young doctors who realize that soon they will have to help people in need. We assume that we will not always carry a good medical equipment with us, so we want to practice and improve our skills in first aid.

We meet once a week and discuss various topics, not only from the first aid, but also from emergency medicine and medicine of disasters, with an emphasis on practical part. For our members we prepare masked situations with first aid need, which can happen in everyday life. Besides the meetings we organize workshops, field trips, teach first aid in schools and cooperate with other associations and organizations. We check our skills in competitions in emergency medicine.

At present, the association has 35 active members.

14.5 MEDICUS PILSENSIS

Medicus Pilsensis (MePi) is an apolitical, voluntary, non-profit, professional organization bringing together students, teachers and graduates of the Faculty of Medicine in Pilsen, Charles University in Prague. The Organization has been officially registered on the 24th of October 2013.

Facebook	MedicusPilsensis
E-mail	medicuspilsensis@gmail.com

Our main mission is to bring together young people from the ranks of medical disciplines to represent their needs and interests, to develop student cooperation, support education and scientific activities of the students.

14.6 SSSČR

The Czech dental students Association is a non-profit organization for dental students of the Czech Republic. We have branches in all university towns in Czech Republic (Prague, Brno, Pilsen, Olomouc and Hradec Králové) and currently we have more than 1,000 members, who have the opportunity to participate in a large number of projects and activities. The main activity is the mediation of internships abroad, organizing professional seminars, practical training courses and an international congress. Furthermore, our association regularly publishes the magazine StuDENT, which is distributed free of charge to all students of dentistry and dentistry in the Czech Republic.

Facebook	ssscr
Instagram	sss_cr
E-mail	iso.plzen.ssscr@gmail.com
Web	www.ssscr.cz

Our main goal is to help our students in their professional growth, get to know each other and enjoy college life together. We meet once a month to discuss various new projects or details of ongoing ones. We try to bring together mainly people who would like to get involved in any way at the faculty. In addition to all this, we are here mainly for freshmen and other students who would not know how to deal with anything. We are here to help every first-year student fit in and show him everything he needs to study. So if you need anything, don't hesitate and contact us!

Currently, the association is led by a student of our faculty, who will welcome new faces to the association. So if you are action-packed, ambitious and would like to get involved, be sure to write to us!

14.7 HORA COMMUNITY

We are a group of mostly Catholic university students studying in Pilsen (ZČU, LFP

E-mail klubhora@gmail.com

UK), who meet regularly every Wednesday from 7 pm for Holy Mass in the Church of the Assumption of the Virgin Mary in Františkánská street. After the Holy Mass, a program with light refreshments follows from 8 p.m. in the adjacent hall. The program usually consists of lectures with debate on various moral, philosophical and spiritual topics, but also chats, playing board games, etc.

In addition to the weekly Wednesday meetings, the association also organizes various social and sports events, such as the opening weekend Get on event, New Year's Eve with Hora or the weekly holiday Chill out. In addition, we also go skiing or boating on the weekends. Each academic year begins at the beginning of October with the Veni Sancte Mass and ends with the Te Deum Mass at the end of June.

14.8 MEDICI V AKCI

Medici v Akci is a group of people who take care of organizing parties and similar

Instagram [medicivakci](#)

events mainly for LFP UK students. We are only a young organization, the beginnings of which date back to 2012. Our mission is that every event that takes place under the auspices of or in cooperation with our association is unique, and therefore we put as much creativity and ideas into each one as possible.

Our activities are not limited exclusively to events created by us. We like to cooperate not only with other associations, but with the entire faculty. In the past, we have participated in, for example, the Representative Ball of the Faculty of Medicine in Pilsen, the Garden Party, hockey and football matches, including the after-party.

14.9 FACULTY BAND

We are a group of LFP UK students united by the joy of music, there are professionals but also enthusiasts among us, important thing is that we enjoy it together. We try to represent our faculty at various faculty events, such as MedFest, Christmas singing, Garden party. Sometimes our ranks will be supported and enriched by someone from the ranks of professors, doctors or faculty employees, for which we are very happy! We also played at events such as Heyrovského Klavíro and Šafácké sudy. We meet regularly once a week during the semester.

15 INTERNSHIPS ABROAD

Students of the Faculty of Medicine in Pilsen most often go abroad through Erasmus+ (EU program to support education, training, youth and sports). This program allows them to participate in either a study stay (for one or two semesters) or a practical traineeship (for at least two months) at partner institutions. Those interested in a study stay can currently choose from 31 universities in Germany, Austria, France, Finland, Belgium, Poland, Hungary, Lithuania, Latvia, Sweden, Portugal, Spain, Italy, Greece and Turkey. Thanks to the 4EU + alliance, partner universities such as the Sorbonne University and Heidelberg University are among the partner universities. For traineeships, they can choose from nineteen workplaces, mostly university hospitals. During these stays, students are financially supported from the budget of this program. They are awarded a scholarship, the amount of which depends on the length of stay and destination. In order for students to go to Erasmus, they must go through a selection procedure. It takes place every year from mid-February to the end of March. Selected students are then nominated to foreign universities and begin to prepare for the actual stay. An important part is the compilation of a study plan, which must correspond to the study plan at our faculty. On the basis of the approved plan, the subjects completed abroad are then recognized to the students upon their return.

Students also have the opportunity to travel through inter-university agreements of the Charles University or as “free movers”. These activities are supported by the Mobility Fund of Charles University, Support for the Internationalization of Charles University (POINT), the Institutional Development Plan of the Faculty to support mobility and other financial resources of the Faculty of Medicine in Pilsen in the form of scholarships.

16 SCHOLARSHIPS

Charles University provides its students with financial support in the form of scholarships. These can take various forms and are used in different situations – for example, as a social benefit when a student is in a difficult situation, or as a reward for exceptional quality results in various activities related to study. Depending on the type, scholarships are either one-time or regularly repeated.

The types of scholarships provided at the Charles University are, for example:

- scholarship for excellent study results
- scholarship for participation in research or other activities representing the faculty
- doctoral scholarship
- scholarship to support accommodation
- social scholarship
- scholarship to support study abroad

Pursuant to the provisions of Section 91 of the Higher Education Act, scholarships are awarded by a university or faculty in accordance with the scholarship regulations. Scholarship regulations and other information about scholarships are posted on the CU website: cuni.cz/UK-146.html#16.

To pay scholarships, it is necessary to have a bank account details set up in the SIS (set in personal data; the bank account must be held at a Czech bank).

17 LIST OF LECTURES AND OVERVIEW OF EXAMS FOR THE FIRST YEAR OF STUDY

17.1 1ST YEAR GENERAL MEDICINE

Subject Subject guarantor	Winter semester Lectures/Practicals Credit/Exam	Summer semester Lectures/Practicals Credit/Exam	No. of EC
Anatomy prof. MUDr. J. Ferda, Ph.D.	6/3 C	3/6/13 hrs per sem. C+E	22
Biophysics prof. MUDr. J. Kuncová, Ph.D.	3/3 C+E	—	6
Medical Biology and Genetics doc. RNDr. M. Pešta, Ph.D.	2/2 C	2/2 C+E	9
Medical Terminology – Latin Mgr. A. Holá	—	0/2 C	1
Medical Terminology – Czech I Mgr. A. Holá	0/2 C	0/2 C+E	4
Histology and Embryology I prof. MUDr. Mgr. Z. Tonar, Ph.D.	—	2/3 C	4
Basics of Clinical Medicine I prof. MUDr. J. Moláček, Ph.D.	12 hrs / 12 hrs per sem. C	—	3
First Aid prof. MUDr. J. Beneš, Ph.D.	14 hrs / 8 hrs per sem. C	—	4
Basics of IT Mgr. M. Navrátil	0/6 hrs per sem. C	—	1
Medical Chemistry and Biochemistry I doc. Ing. V. Babuška, Ph.D.	—	6/3/13 hrs per sem. C	4
Technical Equipments in Radiology, Nuclear Medicine and Radiotherapy prof. MUDr. J. Ferda, Ph.D.	13 hrs per sem. (e-seminar) C	—	2
Total no. of EC			60

17.2 1ST YEAR DENTISTRY

Subject Subject guarantor	Winter semester Lectures/Practicals Credit/Exam	Summer semester Lectures/Practicals Credit/Exam	No. of EC
Anatomy and Topographical Anatomy prof. MUDr. J. Ferda, Ph.D.	6/3 C	3/3 C+E	21
Biophysics prof. MUDr. J. Kuncová, Ph.D.	—	2/2 C+E	7
Biology and Genetics I doc. RNDr. M. Pešta, Ph.D.	—	2/2 C	3
Medical Terminology – Latin Mgr. A. Holá	0/2 C	—	1
Medical Terminology – Czech I Mgr. A. Holá	0/4 C	0/4 C+E	4
Histology and Embryology I prof. MUDr. Mgr. Z. Tonar, Ph.D.	—	2/1 C	3
First Aid prof. MUDr. J. Beneš, Ph.D.	1/0 C	0/1 C	2
Informatics in Dentistry Mgr. M. Navrátil	0/1 C	—	2
Chemistry and Biochemistry doc. Ing. V. Babuška, Ph.D.	3/3 C	3/3 C+E	8
Preclinical Dentistry I MDDr. M. Chalupová, Ph.D.	2/4 C	2/4 C	9
Total no. of EC			60

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Services for students

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data storage
(up to 500 GB)



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seminars
in a web
browser



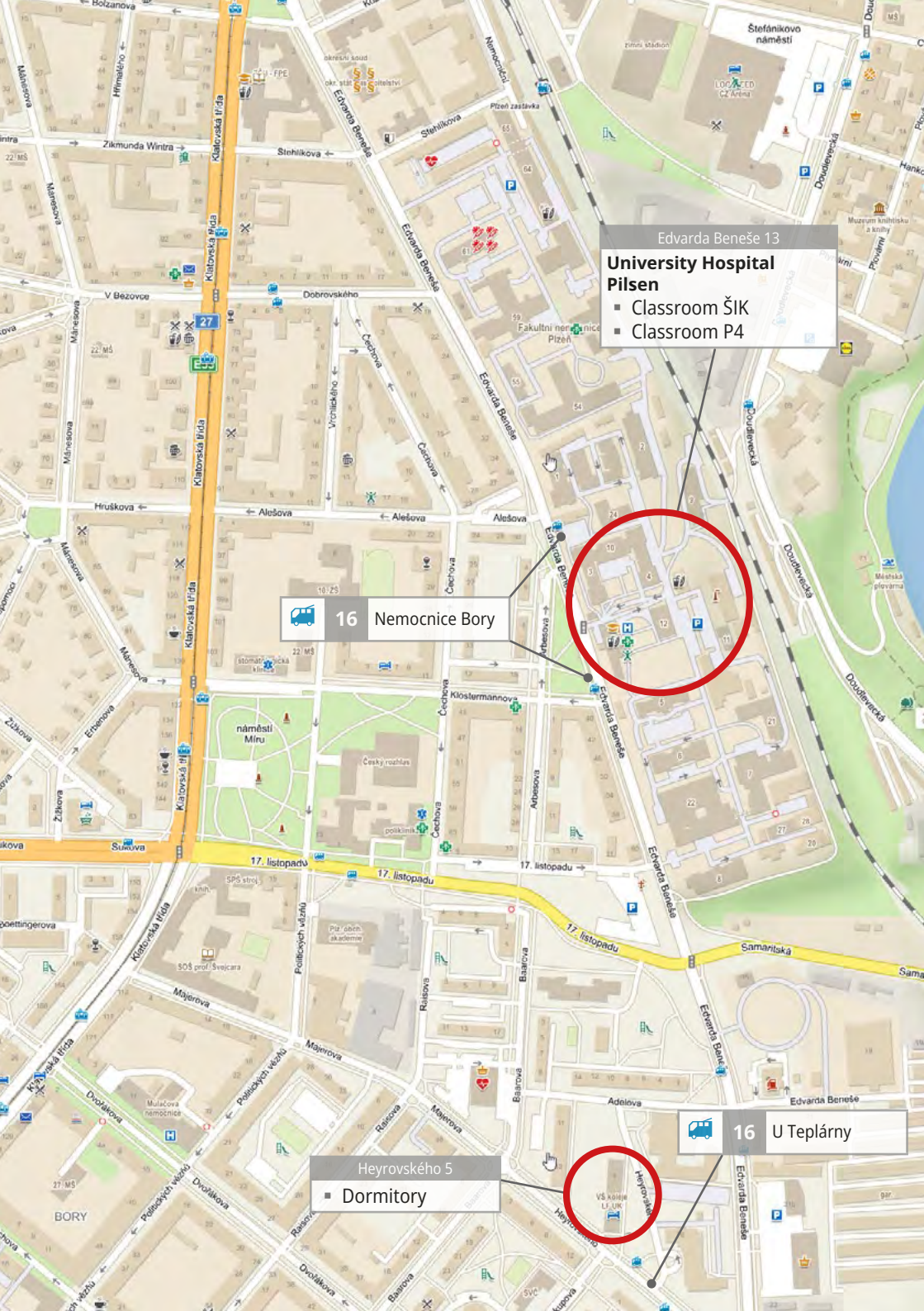
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Edvarda Beneše 13

**University Hospital
Pilsen**

- Classroom ŠIK
- Classroom P4



16 Nemocnice Bory



16 U Teplárny

Heyrovského 5

- Dormitory



FACULTY OF MEDICINE IN PILSEN
CHARLES UNIVERSITY

